

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Unit Name White Lake Community Library	County Muskegon
Fiscal Year End 12/31/07	Opinion Date 4/3/08	Date Audit Report Submitted to State 5/19/08	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).



Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☐ ☒ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☒ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☒ ☐ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

<b>We have enclosed the following:</b>	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>		
Other (Describe)	<input checked="" type="checkbox"/>	N/A	
Certified Public Accountant (Firm Name) Abraham & Gaffney P.C.		Telephone Number (517) 351-6836	
Street Address 3511 Coolidge Road, Suite 100		City East Lansing	State MI
Authorizing CPA Signature 		Printed Name Aaron Stevens	Zip 48823
		License Number 1101024055	

**White Lake Community Library  
Whitehall, Michigan**

**FINANCIAL STATEMENTS**

**December 31, 2007**

White Lake Community Library

Whitehall, Michigan

December 31, 2007

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White Lake Community Library

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**INDEPENDENT AUDITOR'S REPORT**

Board of Trustees  
White Lake Community Library  
Whitehall, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the White Lake Community Library as of and for the year ended December 31, 2007, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of White Lake Community Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the White Lake Community Library as of December 31, 2007, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information, as identified in the table of contents, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

April 3, 2008

White Lake Community Library  
MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2007

The discussion and analysis of the Library's financial performance provides an overview of the Library's financial activities for the fiscal year ended December 31, 2007. Please read it in conjunction with the Library's financial statements.

**Financial Highlights**

As discussed in further detail in this discussion and analysis, the following represents the most significant financial highlights for the year ended December 31, 2007:

- The assets of the Library exceeded its liabilities at the end of the most recent fiscal year by \$631,659 (net assets) at the government-wide level.
- The Library's total net assets decreased by \$76,712 at the government-wide level.
- Total governmental fund balances decreased by \$123,262 in the current year.
- The Library's materials collection is constantly being updated with current titles.

**Using this Annual Report**

This annual report consists of a series of financial statements. The statement of net assets and the statement of activities provide information about the activities of the White Lake Community Library as a whole and present a longer-term view of the Library's finances. This longer-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year, and whether the taxpayers have funded the full cost of providing government services.

The fund financial statements present a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the operations of the White Lake Community Library in more detail than the government-wide financial statements by providing information about the Library's most significant funds.

**The Library as a Whole**

The following table shows, in a condensed format, the net assets as of December 31, 2007 and 2006.

	December 31	
	2007	2006
<b>Assets</b>		
Current assets	\$ 747,295	\$ 648,492
Capital assets, net	<u>1,748,795</u>	<u>1,778,349</u>
Total assets	2,496,090	2,426,841
<b>Liabilities</b>		
Current liabilities	608,258	387,448
Noncurrent liabilities	<u>1,256,173</u>	<u>1,331,022</u>
Total liabilities	1,864,431	1,718,470
Invested in capital assets	423,795	383,349
Restricted for debt service	23,318	155,147
Unrestricted	<u>184,546</u>	<u>169,875</u>
Total net assets	<u>\$ 631,659</u>	<u>\$ 708,371</u>

White Lake Community Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2007

**The Library as a Whole - continued**

The Library's total net assets were \$631,659 at December 31, 2007. Unrestricted net assets (the part of net assets that can be used to finance day-to-day operations) were \$184,546 at the end of the fiscal year - an increase of \$14,671 from the prior year. The net assets invested in capital assets were at \$423,795, which was an increase of \$40,446 from the prior year.

The following table shows the changes in net assets during the years ended December 31, 2007 and 2006.

	December 31	
	2007	2006
<b>Revenues</b>		
Program revenue:		
Charges for services	\$ 26,575	\$ 23,162
Operating grants and contributions	54,485	28,338
General revenue:		
Property taxes	285,042	445,600
State Aid - unrestricted	8,438	7,729
Penal Fines	34,227	37,326
Interest	12,645	15,043
Miscellaneous	<u>3,274</u>	<u>932</u>
Total revenues	424,686	558,130
<b>Program Expenses</b>		
Library services/operations	437,562	379,973
Interest on long-term debt	<u>63,836</u>	<u>79,091</u>
	<u>501,398</u>	<u>459,064</u>
<b>Change in Net Assets</b>	<b><u>\$( 76,712 )</u></b>	<b><u>\$ 99,066</u></b>

**Governmental Activities**

The Library's governmental revenues totaled \$424,686 with the greatest revenue source being property taxes. Property taxes make up approximately 67 percent of total governmental revenue. Property taxes decreased approximately 36 percent from the prior year. This decrease occurred because the library only levied its operating millage and did not levy its millage for debt service during 2007. Over the past few years county penal fine income has declined.

The Library incurred expenses of \$501,398 during the year. The majority of governmental expense is associated with the staffing of the Library, which provides all library services.

**The Library's Funds**

The White Lake Community Library operates two separate funds, each of which serves a different function. The General Fund is the Library's primary operating fund in which all transactions for day to day operation are recorded. The Debt Service Fund is established to collect taxes and pay the long term debt associated with the Library's bond issue used to build the library building.

The fund balance of the General Fund increased \$14,823 because revenues were higher than currently required expenditures. The ending fund balance of \$190,781 is equal to approximately one-half of our annual expenditures.

White Lake Community Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2007

**The Library's Funds - continued**

In the General Fund, the significant balances, other than cash, are taxes receivable and deferred revenue which is both the taxes collected in December 2007 that are for 2008 expenditures and the portion of 2008 tax revenues levied in 2007 that are expected to be collected. The portion of the fund balance that is designated for future expansion is being set aside for growth of the library due to increased patronage and increase in the district's population every year. The portion of the fund balance that is designated for Key Ingredients is being set aside for the future purchase of supplies and materials for that program.

The fund balance of the Debt Service Fund decreased \$138,085 in 2007, bringing the fund balance to \$29,021. The property taxes collected for the Debt Service Fund are restricted to be used only for payment of the bond principal and interest. The bond principal and interest payments were \$140,092 in 2007.

**General Fund Budgetary Highlights**

Over the course of the fiscal year, the Library Board made necessary budget adjustments to fund unanticipated expenditures during the year. In total, actual expenditures in the General Fund were \$6,234 less than budgeted.

**Capital Asset and Debt Administration**

The largest capital assets purchased and/or donated to the library in 2007 were books and materials in the amount of \$45,797. Books and materials taken out of the collections totaled \$24,772 and were fully depreciated. The Library building was completed and occupied in September 2000. The value, net of accumulated depreciation at the end of 2007 was \$1,559,428. The Library has no plans for any significant capital expenditures in 2008.

The Library acquired no new debt in 2007. The balance for the bonds for the building was \$1,325,000 at December 31, 2007. In 2007, \$70,000 worth of bonds were retired. The \$6,235 in compensated absences is the balance of the amount employees who are entitled to receive paid sick time at separation would have to be compensated.

**Budget Factors and Currently Known Facts for 2007**

In February 2008, the Library issued refunding bonds in the amount of \$1,155,000 to partially refund the 1999 Building and Site Bonds. The Library expects to save approximately \$74,276 in interest costs over the life of the bonds.

**Contacting the Library's Management**

This financial report is intended to provide a general overview of the Library's finances for all those interested in them. If you have questions about this report or need additional information, we welcome you to contact the Library Director, Bette Carlson at the White Lake Community Library, 3900 White Lake Drive, Whitehall, Michigan 49461.



## **BASIC FINANCIAL STATEMENTS**

White Lake Community Library

STATEMENT OF NET ASSETS

December 31, 2007

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets	
Cash	\$ 289,486
Assets held by foundation	47
Receivables	452,859
Prepays	<u>4,903</u>
Total current assets	747,295
Noncurrent assets	
Capital assets not being depreciated	24,480
Capital assets, net of accumulated depreciation	<u>1,724,315</u>
Total noncurrent assets	<u>1,748,795</u>
<b>TOTAL ASSETS</b>	<b>2,496,090</b>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	11,717
Accrued wages	6,926
Accrued liabilities	882
Deferred revenue	507,968
Accrued interest payable	5,703
Current portion of compensated absences	62
Current portion of long-term debt	<u>75,000</u>
Total current liabilities	608,258
Noncurrent liabilities	
Noncurrent portion of compensated absences	6,173
Noncurrent portion of long-term debt	<u>1,250,000</u>
Total noncurrent liabilities	<u>1,256,173</u>
<b>TOTAL LIABILITIES</b>	<b>1,864,431</b>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	423,795
Restricted for debt service	23,318
Unrestricted	<u>184,546</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$ 631,659</u></b>

See accompanying notes to financial statements.

White Lake Community Library

STATEMENT OF ACTIVITIES

Year Ended December 31, 2007

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
Recreation and cultural	\$ 437,562	\$ 26,575	\$ 54,485	\$ (356,502)
Interest on long-term debt	63,836	-	-	(63,836)
	<u>\$ 501,398</u>	<u>\$ 26,575</u>	<u>\$ 54,485</u>	<u>(420,338)</u>
General revenues:				
Property taxes				285,042
State aid				8,438
Penal fines				34,227
Investment earnings				12,645
Miscellaneous				<u>3,274</u>
TOTAL GENERAL REVENUES				<u>343,626</u>
CHANGE IN NET ASSETS				(76,712)
Net assets, beginning of year				<u>708,371</u>
Net assets, end of year				<u>\$ 631,659</u>

See accompanying notes to financial statements.

White Lake Community Library

GOVERNMENTAL FUNDS BALANCE SHEET

December 31, 2007

	General	Debt Service	Total Governmental Funds
<b>ASSETS</b>			
Cash	\$ 260,465	\$ 29,021	\$ 289,486
Receivables			
Interest	47	-	47
Accounts	5,954	-	5,954
Taxes	266,537	180,368	446,905
Due from other funds	-	26,798	26,798
Prepays	4,903	-	4,903
<b>TOTAL ASSETS</b>	<b>\$ 537,906</b>	<b>\$ 236,187</b>	<b>\$ 774,093</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
Accounts payable	\$ 11,717	\$ -	\$ 11,717
Accrued wages	6,926	-	6,926
Accrued liabilities	882	-	882
Due to other funds	26,798	-	26,798
Deferred revenue	300,802	207,166	507,968
<b>TOTAL LIABILITIES</b>	<b>347,125</b>	<b>207,166</b>	<b>554,291</b>
<b>FUND BALANCES</b>			
Reserved for			
Prepays	4,903	-	4,903
Debt service	-	29,021	29,021
Unreserved			
Designated for future expansion	36,702	-	36,702
Designated for Key Ingredients programs and materials	4,129	-	4,129
Undesignated, reported in General Fund	145,047	-	145,047
<b>TOTAL FUND BALANCES</b>	<b>190,781</b>	<b>29,021</b>	<b>219,802</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 537,906</b>	<b>\$ 236,187</b>	<b>\$ 774,093</b>

See accompanying notes to financial statements.

White Lake Community Library

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS

December 31, 2007

**Total fund balance - governmental funds** \$ 219,802

Amounts reported for the governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources  
and therefore are not reported as assets in the governmental funds.

The cost of capital assets is	\$ 2,588,856	
Accumulated depreciation is	<u>(840,061)</u>	
Capital assets, net		1,748,795

Long-term liabilities are not due and payable in the current period and  
therefore are not reported in the Governmental Funds Balance Sheet.  
Long-term liabilities at year-end consist of:

Direct obligations	1,325,000	
Accrued interest payable	5,703	
Compensated absences	<u>6,235</u>	
		<u>(1,336,938)</u>

**Net assets of governmental activities** \$ 631,659

See accompanying notes to financial statements.

White Lake Community Library

Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

Year Ended December 31, 2007

	General	Debt Service	Total Governmental Funds
REVENUES			
Property taxes	\$ 285,042	\$ -	\$ 285,042
Intergovernmental			
State	8,438	-	8,438
Local	15,662	-	15,662
Charges for services	14,743	-	14,743
Fines and forfeits	46,059	-	46,059
Interest	9,913	2,732	12,645
Other			
Grants	10,800	-	10,800
Contributions	28,023	-	28,023
Other	3,274	-	3,274
TOTAL REVENUES	421,954	2,732	424,686
EXPENDITURES			
Recreation and cultural			
Salaries and wages	165,504	-	165,504
Fringe benefits	46,880	-	46,880
Postage	848	-	848
Supplies	10,182	-	10,182
Insurance	8,499	-	8,499
Repairs and maintenance	11,826	-	11,826
Utilities	41,439	-	41,439
Professional services	6,810	725	7,535
Contracted services	36,894	-	36,894
Printing and publishing	500	-	500
Travel and meals	3,834	-	3,834
Telephone	2,727	-	2,727
Other	16,252	-	16,252
Capital outlay	54,936	-	54,936
Debt service			
Principal	-	70,000	70,000
Interest	-	70,092	70,092
TOTAL EXPENDITURES	407,131	140,817	547,948
NET CHANGE IN FUND BALANCES	14,823	(138,085)	(123,262)
Fund balances, beginning of year	175,958	167,106	343,064
Fund balances, end of year	\$ 190,781	\$ 29,021	\$ 219,802

See accompanying notes to financial statements.

White Lake Community Library

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES

Year Ended December 31, 2007

**Net change in fund balances - total governmental funds** \$ (123,262)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	51,753	
Depreciation expense	<u>(81,307)</u>	(29,554)

Repayment of long-term debt and borrowing of long-term debt is reported as expenditures and other financing sources in governmental funds, but the repayment reduces long-term liabilities and the borrowings increase long-term liabilities in the statement of net assets. In the current year, these amounts consist of:

Bond principal retirement	70,000
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Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

Decrease in accrued interest payable	6,256	
Increase in accrued compensated absences	<u>(152)</u>	6,104

**Change in net assets of governmental activities** \$ (76,712)

See accompanying notes to financial statements.

White Lake Community Library  
NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Under Public Act 24 of 1989, the City of Whitehall and the Townships of Whitehall, Fruitland, Blue Lake, and Dalton created the White Lake Community Library in 1997, which is considered a Community Library. Public Act 24 defines the Library's legal status as "an Authority under Section 6 of Article IX of the State Constitution of 1963" thereby classifying the Library as a Michigan Municipal Corporation. The City and Townships collect and distribute property taxes that are levied for the Library.

The governing body of the Library is a board which is comprised of eight (8) members, appointed by the participating governmental units, and is administered by a Library Director appointed by the Board.

**1. Reporting Entity**

As required by accounting principles generally accepted in the United States of America; GASB Statement No. 14, *The Financial Reporting Entity* (as amended by GASB Statement No. 39); and *Statement on Michigan Governmental Accounting and Auditing* No. 5, these financial statements present the financial activities of White Lake Community Library (primary government). The Library has no activities that would be classified as component units.

**2. Basis of Presentation**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The statement of net assets and the statement of activities (the government-wide statements) present information for the primary government as a whole. Interfund activity has been eliminated in the preparation of these statements.

The statement of activities presents the direct functional expenses of the primary government and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients of goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, and unrestricted State aid and other general revenues and shows how governmental functions are either self-financing or supported by general revenues.

**FUND FINANCIAL STATEMENTS**

The fund financial statements present the Library's individual major funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The major funds of the Library are:

- a. The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library except for those that are required to be accounted for in another fund.
- b. The Debt Service Fund is used to account for the financial resources that are used for the retirement of long-term debt.



White Lake Community Library  
NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -  
CONTINUED**

**3. Measurement Focus**

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide statements are provided that explain the differences in detail.

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**4. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized when they become susceptible to accrual (when they become both "measurable" and "available to finance expenditures of the current period"). The length of time used for "available" for purposes of revenue recognition in the governmental fund financial statements is 60 days. Revenues that are considered measurable but not available are recorded as a receivable and deferred revenue. Significant revenues susceptible to accrual are special assessments and certain intergovernmental revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for interest on long-term debt which is recorded when due.

**5. Budgets and Budgetary Accounting**

The General Fund budget shown as required supplementary information was prepared on a basis consistent with the basis used to reflect actual results. The Library employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. Prior to the beginning of the year, the Library Director prepares and submits to the Library Board a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and resources to finance them.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. The budget is legally adopted at the individual revenue and expenditure item level prior to December 31.
- d. Supplemental appropriations, when required to provide for additional expenditures, are matched by additional anticipated revenues or an appropriation of available fund balance and must be approved by the Library Board. All appropriations lapse at year-end.
- e. Budgeted amounts are reported as originally adopted or amended by the Library Board during the year.

**6. Cash**

Cash consists of money market checking and savings accounts.

White Lake Community Library  
NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**7. Property Taxes**

The participating City and Townships levy and collect property taxes for the Library. As the Library tax is collected it is remitted by the City and Township Treasurers. At March 1 each year the City and Townships settle their delinquent taxes with the respective County Treasurer and the unpaid real property tax is remitted to the Library by the County Treasurer in Muskegon County. Delinquent personal property taxes are retained by the Treasurers for subsequent collection. The Library is permitted by state statute to levy up to \$0.70 per \$1,000 of assessed valuation on property within the Library for operations. For the year ended December 31, 2007, the Library levied 0.6800 mills for operations.

**8. Capital Assets**

Capital assets include land, land improvements, buildings, equipment and furniture, and collections, and are recorded (net of accumulated depreciation, if applicable) in the government-wide financial statements under the governmental activities column. Capital assets are those with a cost greater than \$1,000 and an estimated useful life of more than one year. Capital assets are not recorded in the governmental funds. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the government-wide financial statements. All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Depreciation is computed using the straight-line method over the following useful lives:

Land improvements	20 years
Buildings	50 years
Equipment and furniture	3 - 5 years
Book collection	7 years

**9. Long-term Liabilities**

Long-term debt and other long-term obligations are recognized as a liability in the government-wide financial statements. The portion of those liabilities expected to be paid within the next year is a current liability with the remaining amounts shown as long-term.

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in a Debt Service Fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund.

**10. Compensated Absences**

Library employees are granted vacation and sick leave in varying amounts based on position and length of service. Vacation must be used by December 31 or it is forfeited. Employees can accumulate up to 24 sick days. Upon termination, resignation, or retirement unused accumulated sick leave is paid at the current pay rate.

Based on the requirements of GASB Statement No. 16, *Accounting for Compensated Absences*, the Library has recorded all liabilities associated with compensated absences. Accumulated vested sick amounts are considered payable from future resources and are recorded along with the related payroll taxes as a noncurrent liability in the government-wide financial statements.

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**11. Comparative Data**

Comparative data for the prior year has not been presented in all funds in the accompanying financial statements since their inclusion would make the financial statements unduly complex and difficult to read.

**NOTE B: CASH**

In accordance with Michigan Compiled Laws, the White Lake Community Library is authorized to invest in the following investment vehicles:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office located in this State under the laws of the State or the United States, but only if the bank, savings and loan association, or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.
3. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.
4. The United States government or federal agency obligations repurchase agreements.
5. Bankers acceptances of United States banks.
6. Mutual funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan.

Federal Deposit Insurance Corporation (FDIC) regulations provide that deposits of governmental units are to be separately insured for the amount of \$100,000 for deposits in an insured bank for savings deposits and \$100,000 for demand deposits. Furthermore, if specific deposits are regulated by statute or bond indenture, these specific deposits are to be separately insured for the amount of \$100,000. Michigan Compiled Laws allow for collateralization of government deposits if the assets for pledging are acceptable to the State Treasurer under Section 3 of 1855 PA 105, MCL 21.143, to secure deposits of State surplus funds, securities, issued by the Federal Loan Mortgage Corporation, Federal National Mortgage Association, or Government National Mortgage Association.

**Deposits**

There is custodial credit risk as it relates to deposits. In the case of deposits, this is the risk that in the event of a bank failure, the Library's deposits may not be returned to it.

White Lake Community Library  
NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE B: CASH - CONTINUED**

Deposits of the Library are at federally insured banks located in the State of Michigan with all accounts maintained in the name of White Lake Community Library. As of December 31, 2007, the carrying amount of the Library's deposits was \$289,436 and the bank balance was \$292,481, of which \$165,723 was covered by Federal depository insurance. The balance of \$126,758 was uninsured and uncollateralized.

Due to significantly higher cash flow at certain periods during the year, the amount the Library held as cash and cash equivalents increased significantly. As a result, the amount of uninsured and uncollateralized cash and cash equivalents were substantially higher at these peak periods than at year-end.

As of December 31, 2007, the carrying amount and bank balances for each type of bank account are as follows:

<u>Account Type</u>	<u>Carrying Amount</u>	<u>Bank Balance</u>
Checking	\$ 223,713	\$ 226,758
Savings	<u>65,723</u>	<u>65,723</u>
TOTAL	<u>\$ 289,436</u>	<u>\$ 292,481</u>

The cash reported in the financial statements include \$50 in imprest cash.

Interest rate risk

The Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by designating its investment portfolio with the objective of obtaining a rate of return through the economic cycles considering risk constraints and cash flow characteristics.

Concentration of credit risk

The Library will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Library's investment in a single issuer, by diversifying the investment portfolio by security type to ensure that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Custodial credit risk

The Library will minimize custodial credit risk, which is the risk that in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments of collateral securities that are in possession of an outside party by diversifying its investments by institution to ensure that potential losses on individual securities do not exceed the income generated by the remainder of the portfolio.

White Lake Community Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE C: CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2007 was as follows:

	Balance Jan. 1, 2007	Additions	Deletions	Balance Dec. 31, 2007
Capital assets not being depreciated				
Land	\$ 24,480	\$ -	\$ -	\$ 24,480
Capital assets being depreciated				
Buildings	1,822,436	4,612	-	1,827,048
Land improvements	36,051	-	-	36,051
Books, periodicals, and videos	485,614	45,797	( 24,772 )	506,639
Equipment and furniture	<u>194,954</u>	<u>1,344</u>	<u>( 1,660 )</u>	<u>194,638</u>
Subtotal	2,539,055	51,753	( 26,432 )	2,564,376
Less accumulated depreciation for:				
Buildings	( 230,842 )	( 36,778 )	-	( 267,620 )
Land improvements	( 9,456 )	( 1,803 )	-	( 11,259 )
Books, periodicals, and videos	( 359,644 )	( 36,578 )	24,772	( 371,450 )
Equipment and furniture	<u>( 185,244 )</u>	<u>( 5,318 )</u>	<u>830</u>	<u>( 189,732 )</u>
Subtotal	<u>( 785,186 )</u>	<u>( 80,477 )</u>	<u>25,602</u>	<u>( 840,061 )</u>
Net capital assets being depreciated	<u>1,753,869</u>	<u>( 28,724 )</u>	<u>( 830 )</u>	<u>1,724,315</u>
Capital assets, net	<u>\$ 1,778,349</u>	<u>\$( 28,724 )</u>	<u>\$( 830 )</u>	<u>\$ 1,748,795</u>

The current year depreciation expense of \$80,477 has been adjusted by \$830 for the disposal of capital assets during the year, in accordance with GASB Statement No. 34 implementation guide which states that immaterial losses may be handled as an adjustment to the current period's depreciation expense.

**NOTE D: LONG-TERM DEBT**

The following is a summary of changes in long-term debt obligations of the Library for the year ended December 31, 2007.

	Balance Jan. 1, 2007	Additions	Deletions	Balance Dec. 31, 2007	Due Within One Year
PRIMARY GOVERNMENT					
1999 Building and Site Bonds	\$ 1,395,000	\$ -	\$ 70,000	\$ 1,325,000	\$ 75,000
Compensated absences	<u>6,083</u>	<u>786</u>	<u>634</u>	<u>6,235</u>	<u>62</u>
	<u>\$ 1,401,083</u>	<u>\$ 786</u>	<u>\$ 70,634</u>	<u>\$ 1,331,235</u>	<u>\$ 75,062</u>

Significant details regarding outstanding long-term debt is presented below:

1999 Building and Site Bonds

\$1,750,000 Building and Site Bonds, dated July 1, 1999, due in annual installments ranging from \$75,000 to \$130,000 through May 1, 2020, with interest ranging from 4.85 to 5.25 percent, payable semi-annually.

\$ 1,325,000

White Lake Community Library  
NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE D: LONG-TERM DEBT - CONTINUED**

The annual requirement to pay the debt principal and interest outstanding for the bonds is as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 75,000	\$ 66,611	\$ 141,611
2009	80,000	62,812	142,812
2010	85,000	58,686	143,686
2011	90,000	54,245	144,245
2012	90,000	49,633	139,633
2013-2017	525,000	171,028	696,028
2018-2020	<u>380,000</u>	<u>30,450</u>	<u>410,450</u>
	<u>\$ 1,325,000</u>	<u>\$ 493,465</u>	<u>\$ 1,818,465</u>

Compensated absences

Individual employees have vested rights upon termination of employment to receive payments for sick leave. The dollar amounts of these vested rights including related payroll taxes, which have been recorded as a liability in the governmental-wide financial statements, amounted to approximately \$6,235 at December 31, 2007.

**NOTE E: FUND EQUITY RESERVES AND DESIGNATIONS**

Reserved fund balance is used to earmark a portion of fund equity to indicate that it is not appropriate for expenditures or has been legally segregated for a specific future use. Designated fund balance indicates that portion of fund balance or net assets which the Library has set aside for specific purposes. These reserves and designations are recorded at the fund level to indicate management plans for these funds.

The following are the fund balance reserves as of December 31, 2007:

General Fund	
Reserved for prepaids	<u>\$ 4,903</u>
Debt Service Fund	
Reserved for debt service	<u>\$ 29,021</u>

The following are the fund balance designations as of December 31, 2007:

General Fund	
Designated for future expansion	\$ 36,702
Designated for Key Ingredients programs and materials	<u>4,129</u>
	<u>\$ 40,831</u>

## NOTES TO FINANCIAL STATEMENTS

December 31, 2007

**NOTE F: EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

Michigan Public Act 621 of 1978, Section 18 and 19, as amended, provides that a local governmental unit not incur expenditures in excess of the amounts appropriated.

In the body of the budgetary comparison schedule shown as required supplementary information, the Library's budgeted expenditures in the General Fund have been shown at the functional classification level. The approved budget of the General Fund has been adopted at the individual revenue and expenditure item level.

During the year ended December 31, 2007, the Library incurred expenditures in the General Fund in excess of the amounts appropriated as follows:

	<u>Amount Appropriated</u>	<u>Amount Expended</u>	<u>Variance</u>
General Fund			
Fringe benefits	\$ 46,489	\$ 46,880	\$ 391
Repairs and maintenance	11,000	11,826	826
Telephone	2,700	2,727	27
Other	6,684	16,252	9,568

**NOTE G: RISK MANAGEMENT**

The Library participates in a pool, the Michigan Municipal Risk Management Authority Pool, with other municipalities for auto, property, additional equipment, boiler and machinery, official bond and oath, crime, and liability losses. The pool is organized under Public Act 138 of 1982, as amended as a governmental group property and casualty self insurance pool. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The Library has not been informed of any special assessments being required.

The Library also participates in a pool, the Michigan Municipal Workers' Compensation Fund, with other municipalities for workers' compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The Library has not been informed of any special assessments being required.

**NOTE H: ECONOMIC DEPENDENCY**

Approximately 11% of the property tax revenue is generated by taxes levied on a single organization, Howmet Corporation/Alcoa Corporation. Any reductions in this revenue could have a significant impact on White Lake Community Library's operations.

**NOTE I: SUBSEQUENT EVENT**

On March 5, 2008, the Library issued Refunding Bonds. The bonds, which were issued to refund the portion of the 1999 Library Building and Site Bonds which were due from 2009 through 2019, were in the amount of \$1,155,000.

## **REQUIRED SUPPLEMENTARY INFORMATION**



White Lake Community Library

General Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended December 31, 2007

	Budget Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
<b>REVENUES</b>				
Property taxes	\$ 265,206	\$ 285,042	\$ 285,042	\$ -0-
Intergovernmental				
State	8,346	8,438	8,438	-0-
Local	13,226	13,226	15,662	2,436
Charges for services	10,200	14,321	14,743	422
Fines and forfeits	46,000	46,727	46,059	(668)
Interest	8,000	10,000	9,913	(87)
Other				
Grants	2,500	10,800	10,800	-0-
Contributions	2,500	28,837	28,023	(814)
Other	900	3,282	3,274	(8)
<b>TOTAL REVENUES</b>	<b>356,878</b>	<b>420,673</b>	<b>421,954</b>	<b>1,281</b>
<b>EXPENDITURES</b>				
Current				
Salaries and wages	166,925	166,925	165,504	1,421
Fringe benefits	46,943	46,489	46,880	(391)
Postage	1,000	850	848	2
Supplies	10,000	10,196	10,182	14
Insurance	8,529	8,499	8,499	-0-
Repairs and maintenance	4,000	11,000	11,826	(826)
Utilities	43,315	44,965	41,439	3,526
Professional services	3,500	7,344	6,810	534
Contracted services	34,442	38,411	36,894	1,517
Printing and publishing	900	500	500	-0-
Travel and meals	2,500	4,055	3,834	221
Telephone	3,200	2,700	2,727	(27)
Other	3,300	6,684	16,252	(9,568)
Capital outlay	28,324	64,747	54,936	9,811
<b>TOTAL EXPENDITURES</b>	<b>356,878</b>	<b>413,365</b>	<b>407,131</b>	<b>6,234</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-0-</b>	<b>7,308</b>	<b>14,823</b>	<b>7,515</b>
Fund balance, beginning of year	175,958	175,958	175,958	-0-
Fund balance, end of year	<u>\$ 175,958</u>	<u>\$ 183,266</u>	<u>\$ 190,781</u>	<u>\$ 7,515</u>

Principals

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS**

To the Board of Trustees  
White Lake Community Library  
Whitehall, Michigan

We have audited the accompanying financial statements of the governmental activities, and each major fund of the White Lake Community Library as of and for the year ended December 31, 2007, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated April 3, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Library's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with accounting principles generally accepted in the United States of America such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal controls. We consider the following deficiency to be a significant deficiency in internal control over financial reporting:

07-1 PREPARATION OF FINANCIAL STATEMENTS AND MATERIAL JOURNAL ENTRIES

Effective for all audits occurring after the year ended December 31, 2006, Statement on Auditing Standards #112 titled "*Communicating Internal Control Related Matters Identified in an Audit*," requires us to communicate when a client requires assistance in the preparation of financial statements and the related footnotes that are required in accordance with accounting principles generally accepted in the United States of America. The annual financial statements for the year ended December 31, 2007 for the White Lake Community Library required two material journal entries, which the staff was aware needed to be made. The staff at the White Lake Community Library is capable of preparing their fund level financial statements, but for convenience purposes seek our assistance in making the necessary adjustments for the preparation of the government-wide financial statements and the notes to the financial statements. The staff at the White Lake Community Library does understand all of the information included in the financial statements, and as such are able to take responsibility for the content. We are communicating these circumstances as required by professional standards, and do not see a need for any change in the situation at this time.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by White Lake Community Library's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, we believe that the significant deficiency described above is a material weakness.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters.

This report is intended solely for the information and use of management, the members of the Board of Trustees, and others within the Library and is not intended to be and should not be used by anyone other than these specified parties.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

April 3, 2008